

AGNES SENORITA



CONTACT

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EDUCATION

SIKKIM MANIPAL UNIVERSITY
(ONLINE)

- Pursuing Post Graduation
M.COM

INDIAN ACADEMY DEGREE
COLLEGE 2020 - 2023

- B.COM

SKILLS

- ManagementSkills
- Basic Accounting
- Database Administration
- Critical Thinking
- Communication Skills
- Time Management

LANGUAGES

- English
- Kannada
- Tamil

PROFILE

Highly motivated employee with desire to take on new challenge .strong worth ethic - adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills . systematic Administrative assistant skilled in and managing daily clerical needs bringing solid expertise in coordinating documents. reports and records. handling correspondence and managing deliveries .team leadership and relationship-building.

WORK EXPERIENCE

- **Knowledgucate Academy - University of Bolton**
HR Operations Executive 2023- Jan 2026
 - Managed employee onboarding process, including joining formalities, document verification, and employee record maintenance.
 - Handled benefits administration, payroll support, and petty cash management for day-to-day operational expenses.
 - Tracked and managed employee leave requests and attendance records to ensure accurate HR operations.
 - Responded to employee queries related to HR policies, payroll, attendance, and company procedures in a timely manner.
 - Prepared and maintained HR documentation such as offer letters, employee records, reports, and compliance-related documents.
 - Supported HR compliance activities and generated daily, weekly, and monthly HR operational reports for management review.
 - Coordinated recruitment activities, interview scheduling, and communication with candidates and internal departments for smooth hiring processes.
- **NMIMS University**
Associate Student Counsellor Jan 2026-Present
 - Managed pre-sales activities and supported sales team in achieving targets.
 - Acted as the primary point of contact for AEPs (Authorized Enrolment Partners).
 - Counsellor students on programs and guided them through the admission process.
 - Coordinated with AEPs and students for documentation, queries, and admissions.
 - Allocated and managed leads, ensuring timely follow-ups and conversions.
 - Maintained MIS reports and tracked leads using Salesforce (SFDC).
 - Collaborated with internal teams to resolve queries and ensure smooth operations.

CERTIFICATIONS

Diploma in computer application Diploma in financial application(Tally erp9) Financial Modeling using Excel Human Resource Management Fundamentals